

Employee Purchasing Program (EPP) frequently asked questions

What is the Employee Purchasing Program?

The EPP was created in 2015 by Georgia House Bill 551. The Program was developed to provide eligible employees with centralized, online access to a wide range of consumer offerings they may purchase using the convenience of payroll deduction. The Department of Administrative Services (DOAS) facilitates employee purchases of consumer offerings through the EPP.

Who are eligible employees?

Eligible employees are at least 18 years of age, employed by an eligible state employer, with at least 12 months of continuous state service, works at least 30 hours weekly for an eligible state employer, paid semi-monthly or monthly and earns a net pay of at least \$16,000 annualized.

Who are eligible state employers?

Eligible state employers are state entities that administer payroll in TeamWorks. TeamWorks is administered by the State Accounting Office. For more information, see the complete listing of eligible state employer found at the end of this document.

What if my employer does not administer payroll in TeamWorks, can I still participate?

Only employers who administer payroll in TeamWorks are eligible to participate.

What types of offerings are available for purchase?

There is a wide range of DOAS-approved consumer offerings. The EPP vendor is not authorized to offer, and eligible state employees are prohibited from purchasing, consumer products excluded from the program by the DOAS or that are in conflict with state or federal law. Current prohibited items include Weapons, Alcohol or Drugs, Health and Welfare Benefits, and Health Services.

How do I "opt-in"?

When creating a profile and registering online you will have the option to opt-in.

What does it mean to "opt-in" to the Employee Purchasing Program?

Opting in also allows direct marketing to the employee by Purchasing Power, the approved vendor, for the EPP.

How do I pay for purchases made through the Employee Purchasing Program?

Eligible employees may only purchase consumer offerings through automated payroll deductions and must consent to payroll deductions prior to checkout. Deductions will be taken in compliance with current payroll system priority practices.

How is the deduction for purchases made in correlation with current payroll system priority practices?

Payroll deductions will only be made to the extent that the full amount of the deduction is available after higher priority deductions. Higher priority deductions are Health Benefits, Flexible Benefits, Child Support, etc.

How can I pay off my purchase early since I will have payroll deductions?

You have several options for paying off your purchase early. You may either log into your account online to make a lump sum payment or contact Purchasing Power at the dedicated contact center number for state employees which is 1-800-537-3134. The call center representatives are available to assist you Monday through Friday from 8 a.m. until 10 p.m. Eastern Standard Time.

Who do I call if there is a problem with my purchase?

Purchasing Power, the approved vendor for the EPP, is readily available to answer any questions you have regarding your purchase. Purchasing Power has a dedicated contact center number for state employees which is 1-800-537-3134. The call center representatives are available to assist you Monday through Friday from 8 a.m. until 10 p.m. Eastern Standard Time.

Who do I call if there is a problem with my payroll deduction?

Purchasing Power, the approved vendor for the EPP, is readily available to answer any questions you have regarding your payroll deductions. Purchasing Power has a dedicated contact center number for state employees which is 1-800-537-3134. The call center representatives are available to assist you Monday through Friday from 8 a.m. until 10 p.m. Eastern Standard Time.

Can my agency payroll department stop my payroll deduction for purchases?

No, your agency payroll department is unable to terminate your payroll deduction. If you have any questions or concerns regarding your deduction first contact Purchasing Power, who will work with TeamWorks, regarding your payroll deduction. Purchasing Power has a dedicated contact center number for state employees which is 1-800-537-3134. The call center representatives are available to assist you Monday through Friday from 8 a.m. until 10 p.m. Eastern Standard Time.

How do I return an item I have purchased and stop my payroll deduction?

Contact Purchasing Power with any inquiries regarding a return. They will work with you to return the item and stop your payroll deduction. Purchasing Power has a dedicated contact center number for state employees which is 1-800-537-3134. The call center representatives are available to assist you Monday through Friday from 8 a.m. until 10 p.m. Eastern Standard Time.

How long does it take my payroll deduction to end after returning an item?

If you return an item to Purchasing Power, your payroll deduction will stop on the next payroll cycle after the return has been processed. Purchasing Power will work with you regarding any refunds. Purchasing Power has a dedicated contact center number for state employees which is 1-800-537-3134. The call center representatives are available to assist you Monday thru Friday from 8 a.m. till 10 p.m. eastern standard time.

Can my Human Resources department assist with inquiries regarding the EPP?

While your Human Resources department offers assistance to many of your employee benefits, you should always contact Purchasing Power with any inquiries regarding the EPP products or offerings, payroll deductions, returns or concerns. State employees work directly with Purchasing Power and

neither the state, or any state employer becomes a party to transactions between Purchasing Power and employees.

Below is a complete listing of TeamWorks eligible employers as of February 1, 2017:

EMPLOYEE PURCHASING PROGRAM ELIGIBLE EMPLOYERS	
COMPANY #	COMPANY NAME
402	Ga. Dept. of Agriculture
403	Ga. Dept. of Admin. Services
404	Ga. Dept. of Audits
405	Department of Public Health
406	GA Dept of Banking & Finance
407	State Accounting Office
408	Office of Comm. of Insurance
409	GA State Fin. & Invest. Comm.
410	State Properties Commission
411	Ga. Dept. of Defense
414	Ga. Dept. of Education
415	Dept. of Technical & Adult Ed.
415	Technical College System of GA
416	Ga. Employees Retirement Sys.
418	Prosecuting Attorneys
419	Ga. Dept of Community Health
420	Georgia Forestry Commission
422	Office of Planning and Budget
427	Department of Human Services
427	Ga. Dept. of Human Resources
428	Ga. Dept. of Community Affairs
429	Dept of Economic Development
429	GA. Industry, Trade & Tourism
430	Admin. Office of the Courts
432	Ga. Court of Appeals
436	Superior Courts of Georgia
438	Supreme Court
440	Ga. Dept. of Labor
441	Dept Behavioral Hlth& Dev Disb
442	Georgia Department of Law
444	General Assembly of Georgia
461	Dept. of Juvenile Justice

**EMPLOYEE PURCHASING PROGRAM
ELIGIBLE EMPLOYERS**

COMPANY #	COMPANY NAME
462	Ga. Dept. of Natural Resources
465	State Board Pardons & Paroles
466	Ga. Dept. of Public Safety
467	Ga. Dept. of Corrections
469	Dept of Early Care & Learning
469	Office of School Readiness
470	Ga. Public Service Commission
471	Ga. Bureau of Investigation
474	Department of Revenue
475	Ga. Dept. of Driver Services
475	Ga. Dept. of Motor Veh. Safety
476	Ga. Student Finance Commission
477	Dept. of Community Supervision
478	Secretary of State
480	GA Soil & Water Conservation
482	Ga. Teachers Retirement Sys.
484	Ga. Dept. of Transportation
488	Ga. Dept. of Veterans Service
489	Subsequent Injury Trust Fund
490	State Board of Workers' Comp
492	Ga Public Defender Council
492	Ga Public Defender Standards
817	Oconee Fall Line Tech College
817	Sandersville Tech Institute
817	Sandersville Technical College
818	Coastal Pines Tech College
818	Okefenokee Tech Institute
818	Okefenokee Technical College
820	Albany Tech Institute
820	Albany Technical College
822	Athens Tech Institute
822	Athens Technical College
823	Atlanta Technical College
823	Atlanta Technical Institute
824	Augusta Tech Institute
824	Augusta Technical College

**EMPLOYEE PURCHASING PROGRAM
ELIGIBLE EMPLOYERS**

COMPANY #	COMPANY NAME
826	Carroll Tech Institute
826	Carroll Technical Institute
826	West Central Technical College
826	West Georgia Technical College
827	Chattahoochee Tech College
828	Columbus Technical College
829	Coosa Valley Tech Institute
829	Coosa Valley Technical College
829	GA Northwestern Tech College
830	DeKalb Tech Institute
830	DeKalb Technical College
830	GA Piedmont Technical College
831	Griffin Tech Institute
831	Griffin Technical College
831	Southern Crescent Tech College
832	Gwinnett Technical College
834	Lanier Tech Institute
834	Lanier Technical College
835	Central Georgia Tech College
835	Macon Tech Institute
837	Moultrie Tech Institute
837	Moultrie Technical College
837	Southern Regional Technical Co
838	North Ga Tech Institute
838	North Ga Technical College
841	Savannah Technical College
841	Savannah Technical Institute
842	South Ga Tech Institute
842	South Ga Technical College
843	Southeastern Tech Institute
843	Southeastern Technical College
844	Ogeechee Tech Institute
844	Ogeechee Technical College
848	Valdosta Tech Institute
848	Valdosta Technical College
848	Wiregrass Ga Technical College

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COMPANY #	COMPANY NAME
927	State Road & Tollway Authority
977	Georgia Public Broadcasting
980	Georgia Technology Authority